



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
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PENSACOLA, FLORIDA 32508-5220

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NETC INSTRUCTION 1560.3

From: Commander, Navy Education and Training Command

Subj: NAVY VOLUNTARY EDUCATION PROGRAMS

Ref: (a) 10 U.S.C. §2005 and §2007  
(b) DOD Directive 1322.08E of 3 January 2005  
(c) DOD Instruction 1322.25 of 5 February 1997  
(d) DOD Instruction 1322.9 of 16 October 1995  
(e) SECNAVINST 1560.4A  
(f) OPNAVINST 1560.9A  
(g) DANTES Examination Program Handbook (DEPH)  
(h) BUPERSINST 1780.1A

Encl: (1) Navy Voluntary Education Programs Manual

1. Purpose. To set forth operational policies for the administration and management of Navy Voluntary Education (VOLED) programs to ensure compliance with the authority contained in references (a) through (h).
2. Cancellation. CNETINST 1560.3D.
3. Revision. Since this is a major revision, this instruction should be read/reviewed in its entirety.
4. Discussion. Navy VOLED programs include all voluntary education activities provided at the command level, which contribute to the personal and professional development of naval personnel. The Navy's VOLED program provides active duty service members the opportunity to complete their high school education, earn an equivalency diploma, improve their academic skills, and enroll in vocational/technical schools, colleges, and universities. Sailors can also receive recommended college credits for military training and experience based on the American Council on Education (ACE) recommendations. Additionally, Sailors can take examinations to earn recommended college credits, complete an apprenticeship in a trade, and earn a professional credential. Navy VOLED programs are supported by a network of professional education specialists, counselors, and

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education technicians. The Manpower, Personnel, Training, and Education (MPT&E) is the resource sponsor for these programs.

5. Scope. Per references (b), (c), (e), and (f), the VOLED programs discussed in this instruction apply primarily to active duty members. Additionally, United States Navy Reserve (USNR), Department of Defense (DOD) civil service personnel, adult dependents as listed in Defense Enrollment Eligibility Reporting System (DEERS), retirees, and members of other services may participate in some of the programs on a space-available basis, at no cost to the Navy. Navy VOLED programs will be made available for Sailors stationed on Navy installations and ships at sea, forward deployed, or at overseas locations. Sailors stationed at joint locations operated by other military departments will be supported either remotely by the nearest Navy College Office (NCO), the Virtual Education Center (VEC), or the Education Center of another military service if there is a Navy Memorandum of Understanding (MOU).



J. F. KILKENNY

Distribution (NETCINST 5215.1):  
Lists I through III

NETCINST 1560.3

**NAVY VOLUNTARY EDUCATION  
PROGRAMS MANUAL**

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**CHAPTER I****ADMINISTRATION OF THE NAVY COLLEGE PROGRAM**

1. Introduction. The Navy College Program (NCP) serves as the umbrella for the different components of Navy Voluntary Education (VOLED) listed herein, integrating them into a single system. The NCP supports the incorporation of education into each Sailor's career as part of their personal and professional development. Website for the NCP is (<https://www.navycollege.navy.mil/>)

2. Scope. The NCP is primarily for active duty Sailors. Additionally, United States Naval Reserve (USNR), Department of Defense (DOD) civil service employees, adult dependents (as listed in Defense Enrollment Eligibility Reporting System (DEERS)) of active duty personnel, retirees, and members of other services may participate in some of the programs on a space-available basis at no cost to the Navy. Specific eligibility requirements are discussed in the appropriate chapters of this instruction.

3. Goals of the Navy College Program

a. Enhance the personal and professional development of all personnel.

b. Develop the managerial and leadership capabilities of all personnel.

c. Assist in the preparation of personnel for more complex training in an increasingly technical Navy.

d. Enhance the opportunity for upward mobility of enlisted, officer, and civilian personnel.

e. Provide educational opportunities at all levels which encourage an individual's sense of personal worth and accomplishment.

f. Provide educational services at every Navy command afloat and ashore.

g. Develop a highly adaptable force, enable career-long learning, and encourage retention.

#### 4. Navy College Program Components

a. Navy College Offices (NCO) are staffed by civilian education specialists, counselors, and education technicians located at designated Navy installations throughout the world. These personnel ensure the proper implementation of off-duty education programs. The Navy College Education Specialists serve as educational advisors to base/station commanding officers, provide assistance and technical guidance to military Educational Service Officers (ESO) and career counselors. Counselors offer educational counseling and examination services to Navy personnel. Education technicians provide information and administrative support to the NCO and VEC.

b. The Tuition Assistance (TA) is an in-service support program that provides eligible Sailors with funds to assist in payment of tuition costs for courses taken during their off-duty time from educational institutions accredited by the Department of Education (DOE).

c. Navy College Program for Afloat College Education (NCPACE) is a contracted program resulting from a competitive bidding process that is administered by the Center for Personal and Professional Development (CPPD). NCPACE provides access to academic skills development and undergraduate and graduate level courses to fleet Sailors, ship's company Marines, and Sailors assigned to commands with type 2 and 4 sea duty Unit Identification Codes (UIC). Under NCPACE, Sailors enroll in fully funded courses paying only for textbooks and other related instructional materials. Several methods of instructional delivery are used including traditional classroom instruction and distance learning modalities. NCPACE is essential in providing Sailors assigned to sea duty the same educational opportunities as those assigned to shore duty.

d. The Academic Skills Program offers instruction in reading, English, and mathematics to ensure Navy personnel possess the minimum skill levels necessary to successfully complete job training, function acceptably in a working

environment, prepare for college study, and qualify for advancement. Both the NCPACE and Online Academic Skills Courses (OASC) are offered at no cost to the Sailor.

e. The Navy College Virtual Education Center (NCVEC) serves as a central location for receiving and responding to toll-free telephone, email, fax, and U.S. Postal Service inquiries dealing with off-duty VOLED programs and services. The VEC also serves as a hub for requesting the Sailor/Marine American Council on Education Registry Transcript (SMART), is the official location for enlisted Sailors to update their academic degrees, and is the central location for processing all Web TA requests.

f. On-base Academic Institutions are colleges and universities invited to teach classes on base at times that are most convenient for service members (usually evenings and weekends). Courses are often offered in accelerated terms at undergraduate and graduate levels.

g. The Academic, Developmental, and Professional Examination Program provides the General Education Development (GED) examination, college admission examinations (paper-based Scholastic Aptitude Test (SAT) and ACT), over 30 credit-by-examination tests in college subject areas that are comparable to the final or end-of-course examinations in undergraduate courses, career interest assessments, and language examinations. These examinations and assessments are administered at the NCOs at no cost to the Sailor.

h. Service Members Opportunity Colleges Navy (SOCNAV) is a worldwide consortium of accredited colleges and universities who are members of a degree network and that offer associate and bachelor degree programs focused around a service member's military occupation or other area of educational interest.

i. SMART is an electronic transcript that may be academically accepted to validate military occupational experience and training with the corresponding ACE credit recommendation. SMART lists occupations held and Navy technical training courses completed with ACE credit recommendations, college-level examinations completed with ACE credit recommendations, and other learning experiences. All active duty, reserve, separated, and retired Sailors and Marines are eligible.

j. Navy College Program Distance Learning Partnership (NCPDLP) is a program where the Navy partners with colleges and universities to offer degrees that make the most of recommended credit for Navy training and on-the-job experience. All courses offered by NCPDLP institutions are available through distance learning, enabling Sailors to work on degrees regardless of duty assignments.

k. Sailor-Marine Online Academic Advisor (SMOLAA) is a "virtual counseling" tool for the Sailor and Marine. Sailors and Marines interested in applying military experience and training toward academic degrees can use SMOLAA to display degree plans from NCPDLPs. Additional information on SMART and SMOLAA can be found at the Navy College Website, <https://www.navycollege.navy.mil>

l. The High School Completion Program is a program administered through NCOs, where non-high school graduate Sailors can earn a diploma or high school equivalency certificate while on active duty. The Navy pays 100 percent of tuition costs for courses needed to earn a high school diploma.

## 5. Responsibilities

a. Commander, Naval Education and Training (NETC) is responsible for the administration of the Navy's VOLED Programs. NETC also serves as the Navy's advocate for lifelong learning in support of recruitment, retention, and readiness by establishing, maintaining, and providing VOLED component programs that encompass a broad range of educational experiences. NETC shall:

(1) Provide guidance and oversight for Navy-wide VOLED policies.

(2) Ensure the implementation of the provisions of this instruction.

(3) Comply with policies and procedures that align VOLED programs with initiatives on recruitment, retention, lifelong learning, and readiness.

(4) Coordinate policy waiver requests with OPNAV (N15).

(5) Advocate for resources required for VOLED programs during the Program Objective Memorandum/Program Review (POM/PR) process.

(6) Provide execution oversight of the VOLED program components, including measures of performance and strategies for the distribution of resources.

(7) Review all VOLED-related acquisition requirements to include Statement of Work/Performance Work Statement and associated Acquisition Planning document, prior to initiating contract support through the applicable serving contract activity.

(8) Serve as the clearinghouse for emerging VOLED requirements.

(9) Develop tools and checklists to support command leadership in determining Sailors' eligibility for VOLED programs.

(10) Act as the Executive Agent for Defense Activity for Non-Traditional Education Support (DANTES).

(11) Conduct and/or publish studies periodically to assess the impact of VOLED programs on personnel, commands, recruitment, retention, and readiness.

(12) Monitor TA funding obligations and establish waiver criteria as appropriate.

(13) Institutionalize the requirement for ACE evaluations for classroom training and distance learning.

(14) Submit quarterly and annual performance data to OPNAV (N15) as required by reference (f).

(15) Develop and coordinate both internal and external communications products in order to gain maximum awareness and use of VOLED programs.

(16) Represent CNO (N1) on committees and advisory panels as requested by OPNAV (N15).

(17) Ensure compliance with higher authority.

(18) Provide representation at all Navy College Program Distance Learning Partnership (NCPDLP) program meetings.

b. The Naval Education and Training Professional Development and Technology Center (NETPDTC) will provide budget, accounting, contracting, and information technology systems support for VOLED programs.

c. CPPD is responsible for execution of Navy's VOLED program components in support of Navy requirements under the guidance of NETC. CPPD shall:

(1) Operate and manage the NCOs and VEC.

(2) Develop, maintain, and support Navy VOLED programs.

(3) Develop the long-range plan for the NCP.

(4) Evaluate and monitor VOLED program effectiveness and submit annual resource requirements.

(5) Liaise with educational institutions, professional education associations, and other agencies in support of VOLED vision, mission, and goals while adhering to ethics and fiscal law constraints.

(6) Support DANTES programs.

(7) Provide development, administration, implementation, and oversight of all educational contracts impacting the delivery of VOLED programs and services.

(8) Maintain and update a technology plan to advance efficiencies, improve counseling, and facilitate educational access for Sailors.

(9) Develop and execute internal and external VOLED program communications plans.

(10) Represent NETC at educational conferences, symposiums, and other venues as directed.

d. The NCO implements VOLED programs at the direction of CPPD. In coordination with the respective regional director the NCO shall:

(1) Ensure dissemination of information regarding VOLED opportunities.

(2) Provide educational counseling to all personnel regarding their educational goals and objectives. Active duty Navy personnel will be counseled prior to enrolling in any NCP. Counseling services include, but are not limited to the following:

(a) Assist personnel in establishing an educational goal based on the individual's academic background, aptitudes, work experience, and career objectives.

(b) Assist Sailors in establishing their education plan by providing information on available education institutions, degrees, and courses.

(c) Recommend and/or administer appropriate or required examinations.

(d) Assist with enrollment in educational institutions and programs.

(e) Provide information on financial aid programs and procedures to include assisting Sailors in applying on line to the Free Application for Federal Student Aid, <http://www.fafsa.ed.gov>.

(3) Conduct regularly scheduled ESO workshops for the purpose of training military education services personnel, career counselors, and command master chiefs.

(4) Conduct NCPACE orientation services. Orientation services are a series of events conducted by the NCO and include: a command-level NCPACE briefing, an evaluation of the command's educational needs, and the subsequent development of a Command Education Plan. This plan will best ensure the

requisite courses and materials essential for successful degree completion are ordered and delivered in time for the command's deployment cycle.

(5) Present educational briefings and conduct outreach services.

(6) Liaise with the civilian education community, as required.

(7) Assist base/unit commanding officers by conducting a formal educational needs assessment and preparing a base/unit Command Education Plan at least every three years.

(8) Monitor on-base VOLED programs.

(9) Support local commanding officers in the execution of VOLED programs.

(10) Participate in Military Review of Voluntary Education as directed by higher authority.

e. Base commanding officer Navy College Program administration responsibilities are delineated in reference (f). In addition, base commanding officers are encouraged to designate the local NCO director as the primary staff advisor on Navy VOLED.

#### 6. Base/Unit Needs Assessment and Command Education Plan

a. In order to produce a Command Education Plan, an educational needs assessment must be completed. The NCP needs assessment is an online survey, with access coordinated through the NCO. The survey consists of the educational goals, plans, and interests of the command's permanently assigned personnel. An in-depth analysis of an education needs assessment provides the information needed to prepare the Command Education Plan, which describes the available and planned on-base VOLED programs.

b. NCPACE Command Education Plan is a compilation of general information regarding NCPACE and the NCP; specific information unique to a command regarding the crew's interest, educational levels, and a recommendation for courses to be

ordered by the command. The Command Education Plan provides direction on how to implement the plan with strategies on ways to ensure a successful program with high completion rates. A listing of course recommendations for the participants is included as part of the NCPACE Command Education Plan.

c. NCO staff will provide assistance in conducting NCP needs assessment and establishing a Command Education Plan or NCPACE Command Education Plan.

## CHAPTER II

### TUITION ASSISTANCE PROGRAM

1. Introduction. Tuition Assistance (TA) is the primary means of financial aid used by Sailors to pursue education during off-duty hours. TA enables Sailors to earn a high school or college degree.

#### 2. Eligibility

a. Subject to the limitations contained herein, active duty enlisted personnel are eligible for TA. Enlisted personnel using TA must be on active duty for the entire duration of the course(s). If course term ending date is after the Sailor's End of Active Obligated Service, TA may be authorized only upon presentation of an approved extension or reenlistment authorization.

b. Subject to the limitations contained herein, active duty officers are eligible for TA, including Limited Duty Officers and Warrant Officers. As required by reference (a), all officers must agree in writing to remain on active duty for two years following the completion of the last TA-funded course. This commitment is discharged concurrently with any other service obligations. Repayment of TA funds does not release the officer from this obligation. This commitment does not obligate the Navy to retain the member on active duty.

c. Reserve enlisted personnel on active duty and ordered to active duty for 120 days or more are eligible for TA.

d. Reserve officers on active duty are eligible for TA only when they have orders to active duty extending two years beyond the expected completion date of any TA-funded course(s).

#### 3. Responsibilities

a. Commander, Naval Education and Training Command (NETC) shall:

(1) Ensure TA procedural guidance is issued consistent with higher authority.

(2) Advocate resources required for TA program during the Program Objective Memorandum/Program Review (POM/PR) process and make recommendations for program restructuring in order to stay within fiscal resource constraints.

(3) Monitor TA funding obligations and establish waiver criteria as appropriate.

b. Naval Education and Training Professional Development and Technology Center (NETPDTC) shall:

(1) Maintain and operate the Navy College Management Information System (NCMIS) which produces TA authorizations and is the data base for program management and execution information.

(2) Monitor and report TA utilization (participants, enrollments, obligations, etc.) and outcomes.

(3) Maintain all program accounting records, certify invoices from colleges and universities, and process collections and refunds from Sailors, colleges and universities.

(4) Post grades in NCMIS.

(5) Initiate and monitor the TA reimbursement process.

c. Center for Personal and Professional Development (CPPD) shall:

(1) Provide TA input to annual Planning, Programming, Budgeting, and Execution process.

(2) Monitor, track, and report TA utilization, expenditures, participation, and outcomes as requested by higher authority.

(3) Promulgate guidance to Navy College Offices (NCOs) and Navy College Virtual Education Center (NCVEC) to ensure standardized execution of TA policies.

(4) Ensure efficient and effective execution of TA policies.

(5) Review and process TA waiver requests following the guidance in paragraph 9 of this chapter.

d. NCO/VEC personnel shall:

(1) Counsel Sailors to help them achieve their personal and professional goals.

(2) Establish education plans to enable Sailors to pursue their educational goals.

(3) Brief Sailors on requirements for using TA benefits.

(4) Authorize TA using WebTA in accordance with established policy guidance.

(5) Enter TA data into NCMIS.

e. Command TA program responsibilities are delineated in reference (f).

f. Sailors shall:

(1) Complete an education plan with a Navy education counselor that lists the Sailor's education goals. This education plan should list courses, ACE credits, and academic examinations applicable to completion of their selected degree program. In addition to the education plan, a SOCNAV agreement or school degree plan can be filed with the NCO or VEC prior to enrolling in any college courses funded with TA.

(2) Complete a TA application form using WebTA, acknowledging all TA policies, including reimbursement procedures.

(3) Submit a command-approved TA application using WebTA to the NCO or VEC for authorization.

(4) Submit the authorized TA voucher to the academic institution for payment of tuition and authorized fees. (Note: Only the NCO/VEC makes changes to authorized TA forms.)

(5) Ensure grades are submitted to Commanding Officer, Naval Education and Training Professional Development and

Technology Center, TA Accounting Office, 6490 Saufley Field Road, Pensacola, FL 32509-5241, within 30 days of course completion.

(6) Contact the NCO or VEC immediately if changes in course enrollment, scheduling, or completion occur.

(7) Reimburse the government when voluntarily withdrawing from or failing a course funded by TA. (Note: No further TA funding will be provided until the debt is repaid.)

(8) Following degree completion, send an official transcript (in the original sealed envelope) to the VEC in order to have the degree recorded in NCMIS.

#### 4. Navy Funding Levels and Limitations

a. Navy TA currently funds 100 percent of high school tuition for courses taken in pursuit of a GED or a high school completion program.

b. For all other eligible courses, Navy TA currently pays tuition and eligible fees within allocations and limits in accordance with reference (f).

c. TA funding is only available for academic courses expressed in semester or quarter hours and that lead to a vocational/technical or academic associate, bachelor's, master's, or doctorate degree.

d. Fees may be paid along with tuition when the fees are directly required for course enrollment. Fees must be published, mandatory, and charged for course enrollment in order to be eligible for Navy TA funding.

e. The Navy pays TA in advance for examinations offered by institutions accredited by a regional, national, or professional accrediting agency recognized by the Department of Education (DOE), as long as the institution allows the credit by examination test to replace a specific course taught by the institution. Institutional examinations will not be funded if they duplicate credit available from other funded examinations such as College Level Examination Program (CLEP) or Dantes Subject Standardized Tests (DSST).

f. TA used for credit-by-examination is applied toward the Sailor's yearly credit allotment.

g. Navy TA will not be authorized for:

(1) Payment of textbooks or online e-books.

(2) Audited or non-credit courses, portfolio assessment, flight training courses (that are actual flying lessons), or continuing education courses.

(3) Entrance fees, application fees, enrollment fees, student activity fees, record maintenance fees, and consumable materials.

(4) Courses used to earn an additional degree at the same or lower education level.

(5) Continuing Education Units (CEUs). CEUs are a nationally recognized method of quantifying the time spent in the classroom during professional development and training activities and needed to obtain or renew industry certifications or licenses. CEUs, certification, or license renewals designated as Navy requirements, should be paid for by unit commanders.

(6) Courses expressed in clock hours.

(7) Certificates, unless the educational institution gives the member written verification that the certificate is part of an academic degree completion requirement.

(8) Previously TA-funded courses which are either the same course or an equivalent course from another institution.

(9) Courses previously funded by NCPACE.

(10) Sailors in a duty-under-instruction status, either full-time or part-time, or in an officer accession program which involves essentially full-time instruction at a civilian institution, except when they have completed "A" school or are in a status of "awaiting instruction" long enough to complete the academic course before commencement of training. Waivers to

this policy for Learning Center (LC) rating-relevant degree programs will be considered by NETC (N5) on a case-by-case basis.

(11) A course that is part of another Navy sponsored program such as, but not limited to, Graduate Education Voucher, Advanced Education Voucher, and scholarships.

(12) Sailors convicted at a special or general court-martial within the last twelve months; when found guilty at a summary court-martial or awarded non-judicial punishment in the previous six months; when on appellate leave; and when notified of administrative separation processing. The member does not have a right to elect an administrative board, has waived his/her right to an administrative board, or has elected an administrative board and the board has recommended separation.

#### 5. WebTA Requirements and Procedures

a. WebTA is an Internet-based method of applying for TA. Sailors can edit, submit, and track the status of their TA applications online as well as track their current year expenditures. All requirements and TA policies for using Navy TA must be met in order to use WebTA. Go to the "MY Education" tab on the Navy College Website (<https://www.navycollege.navy.mil/>) for instructions on how to apply for TA through WebTA.

b. Additional requirements for using WebTA include:

(1) Sailors using the WebTA application must receive academic and TA policy counseling/briefing from a NCO or VEC staff member or complete the online TA training brief accessible through the Navy College Website. Both actions require an annotation in NCMIS.

(2) Sailors must have an education plan entered in NCMIS.

c. For assistance with the WebTA application, contact the local NCO or VEC.

## 6. Withdrawals, Reimbursements, Incompletes, and Failures

a. A withdrawal is made when a student requests TA for a course, enrolls with the school, pays for the course, and then withdraws from the course after the drop/add date. In order to officially withdraw from the course, Sailors must follow the school's guidelines. The Sailor will receive a grade of "W" from the school. Withdrawals are classified into two categories:

(1) Involuntary Withdrawal. This occurs when the Sailor withdraws from a course for a military related reason that is supported by the command. A Sailor involuntarily withdraws from the course for one of the following reasons: Hospitalization, Permanent Change in Station, Temporary Assignment to Duty, documented emergency leave, or change in military duties or assignment and receives a "W" grade.

(2) Voluntary Withdrawal. This occurs when the Sailor withdraws from a course for personal reasons. The Sailor withdrawing from the course for personal reasons (for example, class was too difficult, too time consuming, etc.) receives a grade of "W". A Sailor who voluntarily withdraws from a course is responsible for reimbursing the Navy for the amount listed on the TA Authorization Voucher.

b. A Sailor may request a reimbursement waiver via their chain of command. If recommended for approval, the command will send a letter to Commanding Officer, Naval Education and Training Professional Development and Technology Center, TA Accounting Office, 6490 Saufley Field Road, Pensacola, FL 32509-5241. After command notification is received by the TA Accounting Office, the Sailor is not required to reimburse the Navy.

c. Sailors receiving an incomplete (I) grade can request an extension up to six months (180 days) after the term ending date in order to complete the course requirement. The extension request must contain the Sailor's name, last four of SSN, institution's name, term or course beginning and ending dates, course number and title, justification for the extension, and specific date the Sailor wishes the course to be extended to. Request for extension must be mailed to Commanding Officer, Naval Education and Training Professional Development and

Technology Center, TA Accounting Office, 6490 Saufley Field Road, Pensacola, FL 32509-5241.

d. Unsuccessful course completion is considered a grade of "F" for undergraduate courses and a grade of "D" or below for graduate courses. Reimbursement for unsuccessful course completion will not be waived. Reimbursement for "F" and "D" grades must be submitted to TA Accounting. Only certified checks or money orders made out to the U.S Treasury and mailed to Commanding Officer, Naval Education and Training Professional Development and Technology Center, TA Accounting Office, 6490 Saufley Field Road, Pensacola, FL 32509-5241, will be accepted.

e. Officers who fail a course or withdraw after the drop/add period are still required by statute to complete the two-year service commitment they incurred as a result of using TA funding.

7. Degree and Certification Completion Requirements

a. Following completion of a degree earned from a U.S. DOE nationally or regionally accredited academic institution, Sailors shall:

(1) Request their college mail an original transcript to:

Commanding Officer  
CPPD  
Attn: Navy VEC  
1905 Regulus Ave, Ste 234  
Virginia Beach, VA 23461-2009

The VEC cannot accept faxes or degrees mailed from the individual or their NCO. They must receive your transcript directly from the educational institution awarding the certificate or degree.

(2) Phone or e-mail VEC at 1-877-253-7122, DSN 922-1828, or e-mail [ncc@navy.mil](mailto:ncc@navy.mil) to let them know you have requested your transcript to be sent to them. Give them your name, last four of SSN, and either e-mail or phone number so that you can be reached.

b. Once the VEC receives the official transcript, the degree will be entered into the NCMIS database and appear on the SMART.

#### 8. Approved Institutions

a. Institutions must meet specific criteria to be eligible to receive Navy TA Authorization Vouchers. An institution must be accredited by a regional, national, or professional accreditation agency recognized by the DOE. Foreign institutions not recognized by DOE are not eligible to receive Navy TA funding. Institutions holding provisional accreditation may be authorized Navy TA.

b. Institutions must offer courses measured in semester or quarter credit units. Completed courses and credits must be shown on the institution's transcript.

#### 9. TA Policy Waivers

a. Waivers of policy not specifically addressed in reference (f) will be requested via the chain of command to Commander, Naval Education and Training Command (N5), 250 Dallas Street, Pensacola, FL 32508.

b. NETC has final approval authority for all TA waiver requests; however, the authority to grant semester hour waiver requests is delegated to CPPD.

c. The Navy College Program Website gives specific guidance on the waiver process at <https://www.navycollege.navy.mil>.

d. The policies and procedures for TA contained in this chapter should be rigorously adhered to and waiver requests should be infrequent.

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## CHAPTER III

## NAVY COLLEGE PROGRAM FOR AFLOAT COLLEGE EDUCATION (NCPACE)

1. Introduction. NCPACE offers participating Sailors high quality learning opportunities and experiences from post secondary institutions. The Navy contracts with educational institutions accredited by agencies recognized by the Department of Education (DOE) to provide academic skills, undergraduate, and graduate level courses to Sailors assigned to ships and squadrons who travel between ship and shore. NCPACE is offered in two modes of delivery:

a. NCPACE Instructor-Led (IL) requires the deployment of a civilian instructor. IL courses are taught by resident instructors for units able to berth civilian instructors.

b. NCPACE Distance Learning (DL) provides courses for units regardless of whether they can berth instructors. DL courses are offered via various electronic media.

2. Program Eligibility. Eligibility requirements for participation in NCPACE are as follows:

a. U.S. Naval vessels and deployable squadrons assigned a Unit Identification Code (UIC) with a sea duty type code of 2/4 or Sailors assigned to remote locations are eligible. Only U.S. Navy personnel permanently assigned to those commands, including U.S. Marine Corps personnel assigned as ship's company, are eligible to participate in NCPACE. Navy personnel on temporary assignment to the command participating in NCPACE are eligible to participate as long as they have sufficient time to complete the course.

b. All active duty personnel assigned to U.S. Naval Ships under the cognizance of the Military Sealift Command are eligible to participate as long as minimum enrollment requirements are met to conduct a course.

c. Ships moored within a shipyard must be able to provide instructor berthing and messing facilities throughout the duration of the term dates to be eligible to participate in the IL program. If berthing and messing are not available on board, or becomes unavailable after courses begin, the requesting

command must provide the instructor(s) messing and berthing equal to that provided officer crewmembers and will be at the command's expense.

d. Sailors must:

(1) Meet all eligibility requirements for the Tuition Assistance Program listed in Chapter 2 of this instruction to qualify for the NCPACE program.

(2) Be screened for DL readiness if they are enrolling in a DL course for the first time.

3. NCPACE Curriculum

a. Academic Skills is offered under NCPACE IL. Classes offered are:

(1) Reading: Provides instruction in skills necessary to read and comprehend vocational, technical, and scientific documentation commonly found in the Navy's operational environment.

(2) English: Provides instruction in skills necessary for the correct use of Standard English. This class also includes instruction in skills necessary to write correct declarative statements, prepare complete paragraphs, and arrange ideas logically in narrative form.

(3) Mathematics: Provides instruction in skills necessary to perform the mathematical requirements of the Navy's operational environment. These skills, at a minimum, include operations with whole numbers, decimals, fractions, percentages, ratios, proportions, graphs, measurements (including metric), geometry, and basic through intermediate algebra.

b. College Courses: Lower level courses leading to an associate degree, upper level courses leading to a bachelor degree, and core courses at the graduate level leading to a master degree.

4. Responsibilities

a. NETC shall:

(1) Monitor NCPACE funding obligations.

(2) Advocate resources required for NCPACE during the Program Objective Memorandum/Program Review (POM/PR) process and make recommendations for program restructuring to stay within fiscal resource constraints, if required.

(3) Review all NCPACE-related acquisition requirements to include Statement of Work/Performance Work Statement and associated Acquisition Planning document, prior to initiating contract support through the applicable serving contract activity.

(4) Submit NCPACE quarterly and annual performance data to OPNAV (N15) in support of reference (d).

b. NETPDTC shall:

(1) Provide contracting and course ordering support.

(2) Provide data, analysis, and assessment of program requirements.

(3) Monitor and report program utilization (courses, enrollments, obligations, etc.) and outcomes.

(4) Maintain all program accounting records and certify contractor invoices.

(5) Post grades in Navy College Management Information System (NCMIS).

(6) Initiate and monitor reimbursement for courses unsuccessfully completed through NCPACE.

c. CPPD shall:

(1) Manage and administer the NCPACE Program.

(2) Provide contract execution.

(3) Ensure NCPACE procedural guidance is issued consistent with higher authority policy.

(4) Ensure Orientation Services are standardized across the Navy College Offices (NCOs).

(5) Provide formal metrics and measures to track Sailor performance in NCPACE IL/DL courses.

(6) Provide data, analysis, and assessment of NCPACE requirements.

(7) Advise commanding officers on their overall NCPACE Program performance as compared to program standards and the Navy average.

(8) Make recommendations for program policy changes when requested by higher authority.

d. NCOs shall:

(1) Publicize and market NCPACE services to all eligible commands.

(2) Train the shipboard Educational Service Officer (ESO)/NCPACE Implementation Team concerning NCPACE policies and requirements.

(3) Conduct NCPACE Orientation Services for commands requesting to participate in NCPACE.

(4) Develop a Command Education Plan including course recommendation upon completion of the Orientation Services.

(5) Administer ASSET® tests as a placement examination for English and math classes during Orientation Services.

(6) Train command NCPACE Team concerning NCPACE policies and requirements.

(7) Screen Sailors prior to registering them for NCPACE IL/DL courses in the following instances:

(a) Sailors requesting NCPACE DL for the first time.

(b) Sailors who have previously received a grade of "F" for courses taken using NCPACE or TA within the last 12 months. If the "F" was received during the deployment, they can not take another course during the deployment; however they can enroll in Academic Skills.

(c) Sailors with an "I" on their records for a course funded through TA or NCPACE who have not yet resolved the issue on that course. NCPACE is not authorized until resolution accomplished.

e. The contractor's responsibilities are governed by the contract and Statement of Work but in general, the contractor shall:

(1) Deliver IL/DL courses to all eligible Navy commands worldwide. These courses shall include academic skills (IL only), undergraduate, and graduate college courses.

(2) Following receipt of the delivery order, register Sailors, textbook ordering/sale, and provide information related to individual courses and institutions.

(3) Make all necessary arrangements to have course materials, textbooks, and equipment (if required) shipped to the participating command.

(4) Provide college course textbooks to students using the following guidance:

(a) Academic Skills Courses: All course materials and textbooks will be provided at no charge to students.

(b) College-Level Courses: Students shall pay for textbooks, workbooks, and lab fees. The prices charged by the contractor for textbooks, workbooks, and lab fees shall be fair, reasonable, and shall not exceed the prices charged at the institution's home campus.

(5) Deliver NCPACE material only after the contractor has received appropriate authorization from the ordering officer. Appropriate authorization includes written delivery

orders, modifications, and verbal authorizations to proceed from the ordering officer.

(6) Ensure instructors complete all necessary Navy-required training for personnel boarding ships for duty. Active duty members may be employed as instructors if all credentialing requirements have been met and with advanced written permission from the commanding officer. Prior to accepting employment and/or compensation from the contractor, active duty instructors will consult with a Navy Ethics Counselor. Active duty members serving as instructors must be qualified by the contracted institution.

(7) Provide laptop computers for NCPACE DL courses at the rate of one computer per 15 students, if these computers are required for course content delivery.

(8) Provide commands mid-term student progress reports for NCPACE DL to avoid incompletes and improve overall completion rates.

(9) Provide grades to students within 30 days after receipt of grades from instructors at the contractor's ashore facility.

(10) Off-load equipment as needed.

f. Commands guidance for administering the NCPACE program can be obtained from the local NCO. An effective program includes the following steps:

(1) Contact the NCO 120 days prior to scheduled deployment date to arrange for Orientation Services. In those instances where a command's deployment is accelerated or unscheduled, the command must contact the local NCO as soon as the deployment date is known.

(2) Coordinate the command's schedule for Orientation Services.

(3) Establish a NCPACE Implementation Team. The team should consist of, at a minimum, the command ESO and two Sailors in grade E7 or above. These individuals are responsible for the coordination and implementation of the NCPACE Program as well as

providing NCPACE mentoring and examination proctoring services. The NCPACE Implementation Team responsibilities include:

- (a) Liaison with NCO to provide NCPACE briefings, needs/interest assessments, and ASSET® testing.
  - (b) Screen Sailors by reviewing work schedules, duty assignments, deployment cycles and any other work related factors that could impair successful completion of coursework.
  - (c) Establish a schedule for the upcoming deployment.
  - (d) Conduct Sailor registrations.
  - (e) Verify correct courses and all associated materials have been ordered.
  - (f) Schedule and conduct a leadership brief to potential students. Briefs should be attended by both the potential participants and their immediate supervisors. Topics should include class attendance policy, class work completion, withdrawal procedures, and requirements to notify the chain of command of progress and final grades.
  - (g) Validate command receipt of all NCPACE materials prior to deployment.
  - (h) Set aside specific computer utilization times for NCPACE DL participants.
  - (i) Establish an Education Mentorship Program to include identifying personnel who have degrees or subject matter expertise for courses scheduled and establishing a mentorship schedule to facilitate more productive mentor/participant interaction.
- (4) Upon receipt of NCPACE Command Education Plan from the NCO, commands will submit a request for requisite DL courses to the NCPACE Ordering Officer via email to PACEORDER@navy.mil.
- (5) Ensure minimum enrollment requirements are met.

(6) Maintain security of contractor-provided hardware, software, and examinations while these items are in Navy possession.

(7) In support of NCPACE Contract Instructors:

(a) Provide contract instructor officer's berthing/quarters. If officer's berthing is not initially available, instructors shall be provided chief's berthing/quarters on a temporary basis until space in officer berthing becomes available. Note: Ships moored within a shipyard must be able to provide instructor berthing and messing facilities throughout the duration of the term dates to be eligible to participate in the IL program. If berthing/messing is not available on board or becomes unavailable after courses begin, the requesting command must provide the instructor(s) messing/berthing equal to that provided officer crewmembers and will be at the command's expense.

(b) Provide a secure locker/storage area for book money, examination materials, etc., and a space to conduct counseling and administrative tasks.

(c) Provide contractor personnel with access to officer's messing facilities and maintain a running account of mess bills incurred during the performance of service. After NCPACE services are completed, the command will request payment from the contractor for instructor(s) mess bills. The Government will reimburse the contractor for payment of food and beverage costs incurred during performance of NCPACE educational services.

(d) Brief instructor concerning ship's protocol.

(e) Arrange for the embarkation/debarkation of civilian instructors and assist them in obtaining appropriate ID cards when overseas.

(f) At the commanding officer's discretion, authorize contract instructors access to the ship's store to purchase health and comfort items, government laundry service, and onboard medical services will be provided when required.

(g) A Uniformed Services Identification and Privilege Cards (DD Form 1172), may be provided for overseas use only during time of deployment. At overseas installations, the issuance of identification cards with exchange privileges is at the discretion of the local area commander. If issued, the card must be surrendered to the issuing activity upon completion of the assignment.

(8) Monitor the progress of each Sailor by tracking progress of their coursework on a weekly basis and ensuring completion of:

(a) Coursework, assignments, course modules, and examinations.

(b) Midterm and final examinations. (Some courses may only have final examinations and no midterm examinations.)

(c) Term paper, if required.

(9) As they occur, report Sailor course additions or withdrawals via email to the ordering officer. When a Sailor withdraws from a course within the authorized period, these courses will not be reflected on the Navy College SMART.

(10) Mail Sailor midterm and final examinations to the contractor within two days of completion of examinations. Sailor examinations must be mailed using registered mail with return receipt.

(11) Submit completion messages at the conclusion of each class to the ordering officer at PACEORDER@navy.mil.

(12) Complete and forward the instructor's evaluation forms upon class completion of NCPACE-IL courses to NCPACE Contracting Officer's Representative (COR) as requested.

(13) Establish a recognition ceremony program for Sailors who have successfully completed NCPACE courses. Recognition may be made via Plan of the Day/Week, All Hands Muster, award ceremony, etc.

5. NCPACE Guidelines

a. Enrollment restrictions

(1) IL courses:

(a) The minimum number of enrollment for Academic Skills is ten and the maximum number of enrollment is 15.

(b) The minimum number of college level enrollment is ten and the maximum number of college enrollment is 25 with the exception of English Composition and College Algebra courses, where the maximum enrollment shall not exceed 15 students per class.

(c) Classroom capacity and availability may dictate smaller class sizes. Maximum use of classroom space is expected. Waivers for the class size limits may be approved by the NCPACE COR.

(2) DL courses:

(a) Have no minimum enrollment unless contractor provided equipment is used, and then the minimum enrollment is five students.

(b) Waivers to the minimum enrollment may be approved by the NCPACE COR.

b. Course duration

(1) IL courses:

(a) Academic Skills - requires 45 contact hours, normally offered for three weeks.

(b) College courses - requires 48 contact hours normally offered for six to eight weeks.

(2) DL courses:

(a) The duration of the course shall not exceed 90 days.

(b) Students completing the course before the end of 90 days may start another course for which they were previously registered.

(c) Students may request an extension if unable to complete the course in 90 days. Students should send all requests via email to PACECOR@navy.mil.

c. Drop/add period

(1) IL courses- the drop/add period is after the completion of the third class period.

(2) DL course- the drop/add period is 14 calendar days from the term start date as set out in the delivery order. For deployed submarines, the drop/add period is 30 calendar days from the start date as set out in the delivery order.

d. Onboard Course Delivery

(1) Instructors, contract or military, shall not be assigned to teach more than five class sections per term including academic skills.

(2) Instructors shall teach no more than six months or three consecutive terms on the same ship. Waivers may be approved by the NCPACE COR.

(3) If an instructor (civilian or military) is unable to complete a teaching assignment for any reason, the contractor is required to provide a qualified substitute within 15 days, unless longer time is agreed to by the command and the ordering officer.

(4) In the event of an emergency, extended deployment, or change in operational schedule, the commanding officer may choose to debark the instructor at the expense of the Navy.

(5) The contractor may provide laptop computers to participating commands requiring them (NCPACE DL courses only). The minimum number of laptop computers that should be provided for DL courses is one computer per 15 students.

(6) When available, government computers may be used for CD-ROM courses if the contractor software is compatible with government computer systems. The command may contact their servicing NCO for the equipment baseline requirements.

6. Unauthorized Commitment

a. An unauthorized commitment is defined as an agreement that is not binding solely because the government representative who made it lacked the authority to enter into that agreement on behalf of the government.

b. NCPACE courses will only be offered after approval by the NCPACE ordering officer. All requests for courses will be authorized with a delivery order and cycle number.

c. Unauthorized commitments violate federal law, federal regulation, the government-wide Standards of Conduct for Federal Employees, and Department of State Acquisition Regulations, and may subject the offender to administrative, criminal or disciplinary action.

## CHAPTER IV

**SERVICE MEMBERS OPPORTUNITY COLLEGES (SOC)/  
SERVICE MEMBERS OPPORTUNITY COLLEGES NAVY (SOCNAV)/  
NAVY COLLEGE PROGRAM DISTANCE LEARNING PARTNERSHIP (NCPDLP)**

1. Introduction. SOC was established in 1972 to overcome barriers encountered by service members in their pursuit of higher educational goals. Difficulties such as strict residency requirements and transfer of credit practices of colleges and universities, as well as the inherent mobility of Navy personnel, have historically hampered efforts of service members to complete degree programs.

2. Concept. Colleges and universities that belong to the SOC consortium have pledged to be more flexible when dealing with service members and their families. They also have agreed to recognize the non-traditional college-level learning acquired from military schools and experience. Moreover, with the addition of the SOC Degree Programs for the Navy in 1985, a number of SOC institutions have further agreed to guarantee transfer of courses among themselves, going yet another step toward the goal of achieving degrees by service members.

3. Service Members Opportunity Colleges Navy (SOCNAV). SOCNAV is a worldwide consortium of over 80 accredited colleges and universities that offer associate and bachelor degree programs that focus on the Sailor's military occupation and other areas of education interest. SOCNAV institutions have agreed to reduce their academic residency requirements (not more than 25 percent; 30 percent for degrees offered 100 percent online), and to be reasonable in their acceptance of credits from other colleges and universities. SOCNAV institutions also accept non-traditional sources such as nationally recognized examinations (CLEP, DSSTs, etc), military technical schools and Rate/Rating/Naval Enlisted Codes (NECs) credits as recommended by the ACE.

4. SOCNAV Degree Network Membership

a. Degree Network Core Institutions: Participate in guaranteed course transferability network system and subject areas/networks.

b. Degree Network Affiliate Institutions: Offer unique degree programs that match military specialties or specific Navy needs and do not guarantee course transferability.

#### 5. SOCNAV Program Overview

a. SOCNAV 2 and SOCNAV 4 are the associate and bachelor degree programs for the Navy. SOCNAV core institutions guarantee transfer of courses among each other in numerous degree programs in over 30 different areas of study or networks.

b. Sailors' Navy schools and work experience (rates, ratings, NECs) are evaluated for possible college credits using a reference from the American Council on Education (ACE). If the credits recommended by ACE match credits required in the SOCNAV Student Agreement Degree Plan, they may take the place of the courses that Sailors are required to complete. For the mobile Sailor, this recognition of non-traditional learning and the guarantee of course transferability among SOCNAV core colleges, allows a head start plus continual progress towards a degree even when the Sailor is transferred to various duty stations.

c. SOCNAV Student Agreement Degree Plan - the form on which the home college makes a complete evaluation of the college credits the Sailor receives based on his/her Navy rate and rating, examinations, and any other courses taken that apply to the degree. The agreement is a degree plan where the institution lists the courses remaining to be completed.

d. Home College - the institution the Sailor selected to earn his/her college degree.

e. Academic Residency - SOCNAV institutions limit their academic residency requirement to 25 percent or less of the total degree program. The only exception is for institutions that offer 100 percent of undergraduate degree online; these institutions may require Sailors to take 30 percent of the degree program from their institutions.

f. SOCNAV degree programs are also open to adult family members. Those who participate will be issued a SOCNAV Student Agreement Degree Plan.

g. Transfer of Degree Program from SOCNAV 2 to SOCNAV 4 - core member institutions have agreed to accept an associate degree completed in a related network as a minimum of 45 percent of the credits needed for a related bachelor's degree. Normally, not all credits from an associate degree from one college are transferred toward a bachelor's degree.

h. All SOCNAV institutions allow Sailors and their adult family members to complete their degrees after leaving the service.

#### 6. SOCNAV Participation Guidelines

a. Sailors wishing to participate in SOCNAV must consult with a Navy education counselor in selecting an appropriate course of study. Once an institution is selected, this institution becomes the Sailor's "home college."

b. After taking six semester hours, the college will evaluate prior learning, including the Sailor's military experience, and complete a SOCNAV Student Agreement Degree Plan.

c. As a Sailor moves from one duty station to another, he/she enrolls in courses identified in the SOCNAV Student Agreement Degree Plan. The NCO or VEC staff will assist in determining the college courses the Sailor needs to enroll in and other academic examinations available to fulfill credit requirements.

d. Sailors must complete the residency requirement from their home college.

e. Upon completion of all degree requirements, from a source other than the home college, the Sailor sends other transcripts/examination scores to their home college.

f. The Sailor's home college awards the degree upon completion of the degree requirements.

#### 7. Responsibilities

a. NETC shall:

(1) Regularly promote the value of SOCNAV programs throughout the Navy.

(2) Provide guidance and oversight relevant to Center for Personal and Professional Development (CPPD) execution of SOCNAV functions in accordance with the SOCNAV contract.

(3) Represent Voluntary Education (VOLED) interests during SOCNAV forums and directly liaise with SOCNAV contracted representative, as required.

b. CPPD shall represent VOLED interests during SOCNAV forums as directed by higher authority.

c. Navy College Office (NCO) and Navy College Virtual Education Center (NCVEC) counselors shall assist the individual Sailor and will:

(1) Explain how SOCNAV core institutions guarantee the transferability of credits to earn a degree with minimum loss of credit when duty stations change.

(2) Encourage Sailors to obtain a SOCNAV student agreement, per reference (e).

(3) Assist in the preparation of a SOCNAV package so that a SOCNAV Student Agreement Degree Plan can be issued by the institution as soon as the Sailor is eligible to receive one.

(4) Provide information on the process of obtaining official documents such as college transcripts, examination verification, SMART, etc.

(5) Provide information concerning availability of courses offered on base or via distance learning.

(6) Assist with the graduation application after all degree requirements are met.

d. SOCNAV students shall:

(1) Request an official evaluation from the home college and provide all necessary documents including transcripts from other colleges and SMART.

(2) At the completion of each semester's coursework update the personal copy of the SOCNAV Student Agreement Degree Plan.

(3) After moving to a new duty station and enrolling in other SOCNAV colleges, have transcripts sent back to the home college. (Should be done at the completion of each semester.)

(4) Request prior home college approval of courses for which transfer is not guaranteed.

(5) File a graduation request or application with the home college after completing all degree requirements.

8. Navy College Program Distance Learning Partnership (NCPDLP)

a. In response to Sailors' need for greater access to higher education, Navy College Program (NCP) has developed partnerships with colleges and universities to offer rating-related degrees via distance learning. These education partnerships provide associate and bachelor degree programs related to each rating and make maximum use of military professional training and experience to fulfill degree requirements. The goal of the NCPDLP is to support both the Sailor's mobile lifestyle and educational goals with rating-related degree programs.

b. All NCPDLP institutions are members of SOC although specific degree programs may not be fully integrated until the institution becomes a member of SOCNAV.

c. Courses are offered in a variety of formats including CD-ROM, videotape, paper, or over the Internet.

d. Sailors should contact their NCO or VEC about the availability of specific degree programs. Information about NCPDLP schools can be found on the NCP Website under Links of Interest, NCPDLP. This site provides toll-free distance learning partnership directory and allows prospective students to search the site by rating, college, or university.

e. The Sailor-Marine Online Academic Advisor (SMOLAA) provides a listing of Distance Learning (DL) degree programs sorted by rate. Access to the SMOLAA is through the "My Education" tab on the NCP Website.

**CHAPTER V**

**ONLINE ACADEMIC SKILLS COURSE (OASC) FOR MILITARY SUCCESS**

1. Introduction. OASC is a DANTES-sponsored academic skills program designed to provide Sailors the opportunity to build their math and verbal skills, to excel in their jobs, pass their examinations, advance their careers, or continue their education. The course will diagnose the individual's current level of reading comprehension, vocabulary, and math abilities then customize a lesson path for each individual student teaching the concepts and skills needed to increase proficiency in each of these academic areas.

2. Eligibility. Personnel identified by the commanding officer as potential academic skills candidates or Sailors who recognize a need for the courses should be encouraged to participate in the OASC. OASC is also available at no charge to drilling reservists, DOD personnel, Navy delayed entry personnel, and family members. For additional information on OASC refer to the DANTES Website at <http://www.nelnetsolutions.com/dantes/>

3. Responsibilities

a. NETC shall:

(1) Ensure OASC meets the needs of Sailors.

(2) Provide data, analysis, and assessment of OASC requirements and make recommendations for program policy changes when requested by higher authority.

(3) Advocate resources required for DANTES-hosting of OASC during the POM/PR process and make recommendations for program restructuring to stay within fiscal resource constraints.

b. CPPD shall:

(1) Monitor the effectiveness of the Academic Skills Program.

(2) Make recommendations on modifications to the OASC purchase agreement to NETC.

c. NCO/VEC shall:

(1) Advertise and market OASC.

(2) Educate Command Career Counselors and ESOs on OASC benefit to Sailors.

**CHAPTER VI****ACADEMIC, DEVELOPMENTAL, AND PROFESSIONAL EXAMINATION PROGRAM**

1. Introduction. Defense Activity for Non-Traditional Education Support (DANTES) is a Department of Defense (DOD) organization that supports voluntary education programs of all services to include sponsoring a wide-range of academic, developmental, and professional examination programs to assist Sailors in attaining their educational goals. Examinations taken at base sponsored National Testing Centers (NTCs) are free to military members, as DANTES funds both examination and administration fees. For examinations taken at on-campus NTCs, DANTES funds the examination fees but not the administration fees. When a NTC is not available, examinations may be administered at a local DANTES testing site. For all of the above examination, DANTES will only fund for the initial examination, retest payment is the individual's responsibility.

2. Examinations Offered

a. General Education Development (GED). The GED examination is designed for adults who have not completed their formal high school education. By passing the examination, Navy personnel can receive a high school equivalency credential awarded by their designated state. DANTES sponsors the GED examination at all overseas centers and all states except Alabama, Missouri, and North Carolina.

b. College Admission Examinations. Certain examinations are required for admission to some colleges, graduate programs, and officer accession programs.

(1) Undergraduate college admission

(a) ACT is used as a college admission requirement. The multiple-choice examinations cover four skill areas: English, mathematics, reading, and science. The Writing examination, which is optional, measures skill in planning and writing a short essay. The writing section is available only at NTCs and is not funded by DANTES.

(b) SAT, also known as the SAT Reasoning Test, is used in the application process to colleges and universities.

The examination measures critical thinking skills and the ability to analyze and solve problems, and is viewed as a measure of future college success.

(2) Graduate Education Admission Examinations

(a) Graduate Record Examination (GRE). There are two types of GRE examinations:

1. The GRE General Examination is a computer-based examination available only through Prometric examination centers. The examination consists of verbal reasoning, quantitative, and analytical writing sections. Navy College Offices (NCOs) do not administer the GRE General Examination. DANTES reimburses only the examination fee after the administration of the examination. Military examinees must seek reimbursement within 90 days from the examination date. The examinee is responsible for scheduling the examination and paying fees upfront.

2. GRE Subject Examinations are paper-based examinations available through the NCOs and funded by DANTES. GRE Subject Examinations measure achievement in specific fields of study and mastery of the concepts, principles, and knowledge basic to success in specific graduate fields.

(b) The Graduate Management Admission Test (GMAT) is a computer-adaptive examination available through Pearson VUE examination centers and selected colleges and universities. GMAT includes verbal, quantitative, and analytical writing questions. NCOs do not administer the GMAT. DANTES reimburses the GMAT examination fee through the Defense Financial Accounting Service (DFAS) into a Sailor's pay bank account. Military examinees are responsible for scheduling GMAT and paying the examination fee, and they must seek reimbursement within 90 days from the examination date.

(c) PRAXIS Series Assessments provide educational examinations and other services that states use as part of teacher licensure and certification processes. DANTES funds paper-based administration of only one PRAXIS I and one Praxis II. These examinations are not reimbursed if taken at other examination centers. All service members must pay the

registration fee, which is not funded by DANTES. There are two PRAXIS examinations:

1. Praxis I - Pre-Professional Skills Test (PPST) consists of three separate examinations: Reading, mathematics, and writing. Some states require students entering college-level teacher preparation programs to pass the PPST, while other states use the PPST as a teacher licensing examination.

2. Praxis II - Subject Assessment/Specialty Examination measure general and subject-specific knowledge and teaching skills. Some states use these examinations to credential or certify a teacher in a specific area.

(d) Law School Admissions Test (LSAT). Although this examination may be administered at a DANTES Test site, it is not funded by DANTES.

c. College Credit Examinations. College credit examinations are widely accepted by colleges and universities. By passing these examinations, Sailors can earn credits required for their degree. These examinations are available in more than 150 subject areas and are similar to end-of-course examinations offered by colleges and universities. The college credit examination programs sponsored by DANTES are:

(1) College Level Examination Program (CLEP) General and Subject Examinations are a series of examinations that test an individual's college level knowledge. Since July 2001, a computer-based version of the CLEP examinations known as CLEP eCBT has been offered at Navy Training Centers (NTCs). DANTES funds the CLEP computer-based examination and registration fee at base-sponsored NTCs. CBT examination scores are available immediately at the conclusion of the examination.

(2) DSSTs, formerly know as DANTES Subject Standardized Tests, are a series of examinations in college subject areas comparable to the final or end-of-course examinations in undergraduate courses. In 2006, the Internet-based test (iBT) of the DSST examinations became available at NTCs. DANTES funds the iBT DSST examination and registration fee at base-sponsored NTCs. iBT DSST scores are available immediately at the conclusion of the examination.

(3) Excelsior College Examinations (ECE) are used to meet specific requirements of the Excelsior College degrees and are accepted for college credit by over 900 colleges and universities. Formerly called the ACT Proficiency Examination Program (ACT PEP), Excelsior College now provides these examinations worldwide. Paper and pencil forms of the ECE examinations are available to military personnel through the NCOs. In 2009, the computer-based examinations became available at base sponsored NTCs. ECE objective examination scores are available immediately at the conclusion of the examination.

d. Credentialing (certification and licensure). Sailors can demonstrate the quality of their military training and work experience, earn college credit, or gain civilian documentation for their skills by taking a credentialing examination. DANTES has approximately 80 agreements with nationally recognized credentialing associations. These examinations document a person's level of competency and achievement in a particular area. The U.S. Navy Credentialing Office and DANTES work together on updating information for Sailors on certification and licensure examinations that are available to Sailors. (Review the DANTES Examination Program Handbook (DEPH), reference (g), for a list of funded and unfunded examinations).

3. Career Interest Assessment. The ACT DISCOVER<sup>®</sup> assessment provides guidance and information to help people make important career and educational decisions. It is a research-based assessment of career-relevant interests, abilities, and job values that can help individuals consider career options that are a good match for them, identify their strengths and needs, and build a plan based on their personal profiles.

#### 4. DANTES Sponsored Examination Program Policy

a. DANTES publishes mandatory policies and procedures for stocking and administering examinations in the complete DEPH, which is available to Test Control Officers (TCOs)/Assistant Test Control Officers (ATCO)/Test Examiner on the secure DANTES TCO portal website at <https://dantestcoportal.prometric.com>. The DEPH details the eligibility requirements, responsibilities, and operational duties of TCOs, examinees, and proctors; contains detailed descriptions of each examination; and details specific examination administration, storage, and inspection procedures. All personnel involved with the DANTES sponsored

examination program shall strictly adhere to the DEPH policies and procedures. Guidance in this instruction is meant to supplement the DEPH and detail Navy-specific policies and procedures.

b. The DANTES sponsored examination program is available to all active duty personnel, midshipmen, and Reserve personnel. The Navy allows DOD civilians and adult family members to take DANTES sponsored examinations on a "space available" unfunded basis at some DANTES test sites. The decision to administer such examinations is made by each test site based on local demand, geographic factors, and command policy. Civilian examination policies vary from examination to examination and must be authorized by the examination companies. If allowed, examination is usually restricted to civilians who fall into one of the following categories:

- (1) Department of Defense personnel
- (2) Retired military personnel
- (3) Adult family members

#### 5. Examination Program Responsibilities

a. NETC shall:

(1) Conduct annual review of DANTES testing sites afloat to ensure security, administration, and standard operating procedures (SOPs) are in compliance with references (f) and (g).

(2) In conjunction with DANTES and the National Testing Agencies, conduct an investigation of any examination loss or suspected examination compromise for DANTES testing sites afloat.

b. CPPD shall:

(1) Send notice of review for training and facilities to all DANTES TCOs. TCOs are to return the Test Security Form and completion dates of training and facilities review to CPPD.

(2) Approve requests for the establishment of DANTES test sites at naval shore commands. Ordinarily only one examination site will be established at a shore installation.

c. Commanding officers responsibilities and guidance for establishing a DANTES test site are contained in reference (g).

6. Yearly Facilities Review

a. A review of each ashore DANTES test site shall be conducted at least annually.

(1) A review of NCO test sites will be conducted by the regional directors or designated representative.

(2) For ashore commands other than NCO test sites, the review will be conducted by a commissioned officer who is knowledgeable of the examination program but not associated with the test site. CPPD may designate a qualified reviewer if one is not available.

b. The facilities review will be conducted using the DANTES Annual Testing Facilities Review form. A copy of the facilities review shall be forwarded to CPPD and the original retained.

7. Loss or Compromise of a DANTES Sponsored Examination

a. DANTES sponsored examinations are controlled items which require secure storage and handling. Policy for safeguarding examinations will be strictly adhered to and failure to comply will result in removal of examination privileges. Personnel engaged in DANTES sponsored examination administration and security who fail to follow policy are subject to disciplinary action in accordance with the Uniform Code of Military Justice or appropriate civilian policies. If a DANTES sponsored examination or any of its component parts is lost or otherwise placed in danger of compromise, the following actions will be completed immediately:

(1) TCO will notify DANTES and follow all procedures listed in the DEPH.

(2) TCO will suspend all examinations.

(3) TCO will return all remaining examinations to the examination agencies.

(4) Commanding officers of afloat commands will notify OPNAV (N1), via a Situation Report (SITREP) for examination loss or suspected compromise. Commanding officers of shore commands will notify their ISIC, OPNAV (N1), NETC, CPPD, and DANTES via SITREP.

(5) Within 30 days after any suspected loss or compromise the commanding officer will conduct a full investigation and report findings to DANTES via OPNAV (N1), NETC, and CPPD.

b. When an examination loss or compromise is experienced afloat, the ship's examination privileges may only be restored pending a complete review of the circumstances leading to the loss or compromise. This review will be conducted by representatives from the examination agencies and NETC. Once all discrepancies have been adequately addressed, the commanding officer may submit a request for reinstatement of examination privileges to OPNAV (N1), via their ISIC.

#### 8. Disestablishment of a DANTES Test Site Ashore

a. Noncompliance with established examination administrative or reporting procedures could result in the disestablishment of a test site.

b. When the need for a DANTES test site no longer exists, the test site TCO (via the commanding officer) shall:

(1) Immediately contact DANTES for instructions and return of DANTES examinations.

(2) Submit a request for disestablishment to CPPD.

c. CPPD shall confirm that examinations and materials have been returned.

d. CPPD shall forward the disestablishment letter to DANTES via NETC.

9. Ordering DANTES Material. DANTES provides an online catalog of DANTES Materials ([www.dantes.DoDed.mil](http://www.dantes.DoDed.mil)) that lists and describes publications and materials (pamphlets, handbooks, posters, brochures, training aids, etc.) in the DANTES inventory. To order, email the DANTES Distribution Center at [dist@navy.mil](mailto:dist@navy.mil). Include your DANTES ID number, stock number of the ordered item, and the quantity. Or you can place an order by contacting the DANTES Distribution Center at DANTES (Code 10L), Pensacola, FL 32509, Commercial (850) 452-1082 or DSN: 922-1082.